

eMARS610

Procurement Card Processing



Customer Resource Center

eMARS Training

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eMARS Procurement Card Processing

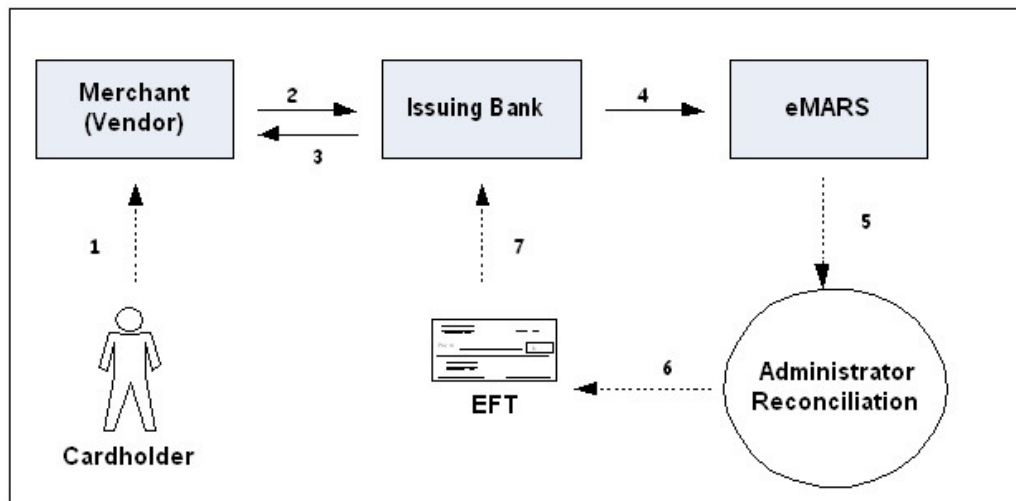
1 – Orientation

This course will address the overall management of Procurement Card Administration spanning setup through reconciliation of procurement card payment transactions and reporting.

A “Procurement Card” is a credit card (i.e., Visa) that may be used to purchase goods or non-professional services that are allowable per established limits and Finance & Administration Policy ([FAP 111-58-00 Procurement Card Program](#)).

The card can be used with any merchant that accepts the credit card provided the purchase is allowable per the FAP above. Agencies use the Procurement Card to establish a more efficient, cost-effective alternative to make small purchases, contract purchases and utility payments that are within the policy.

As cardholders make purchases using the card (1), these procurement transactions are compiled and received daily via an electronic file from the issuing bank. The file is then brought into eMARS through a batch process (4) to create procurement card payment request documents (**PRC2**) for each administrator (5). The administrator then reconciles the payment document and submits accordingly for approval. On a monthly basis, the Commonwealth generates an Electronic Fund Transfer to the issuing bank (7).



Prerequisites

You should complete the following courses before continuing:

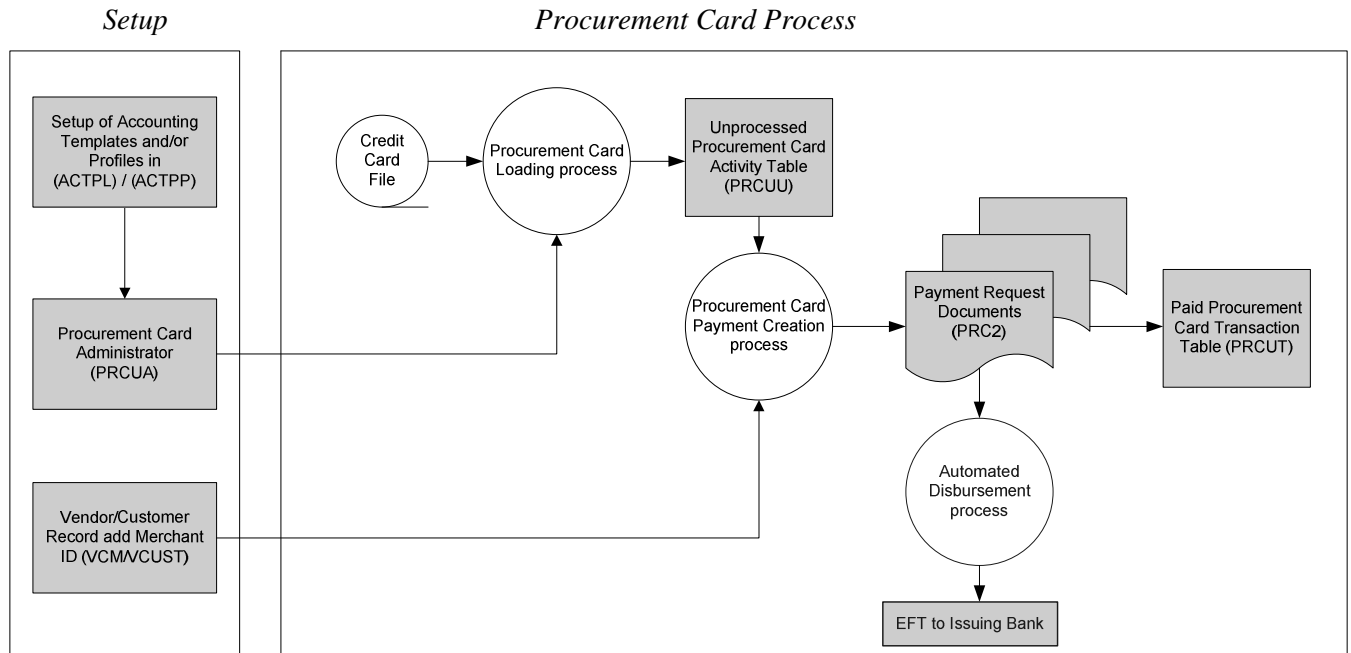
- eMARS 101 Introduction to eMARS (Required)

Learning Objectives

- Describe the overall Procurement Card administration process including setup, individual payment reconciliation, and disbursement
- Demonstrate the setup of Procurement Card users within the Procurement Card Administration (**PRCUA**) table
- Demonstrate the reconciliation process of Payment Request records
- Describe reporting throughout Procurement Card Administration

2 – Procurement Card Processing

A procurement card is a credit card (for example, Visa) that may be used to purchase goods or non-professional services that are allowable per established limits and Finance & Administration Policy (FAP 111-58-00 Procurement Card Program). The following flowchart represents the procurement card processes needed in order to achieve accurate creation of payment documents; proper reconciliation by administrators and a timely payment to the issuing bank.



Procurement Card Setup

The Procurement Card Process requires several tables to be established before the process can begin. The following entries need to be made to setup eMARS for procurement card processing:

- The Procurement Card payments use a default accounting distribution to determine the accounting lines for the transactions. Thus, the appropriate accounting template needs to be established on the *Accounting Template (ACTPL)* table.
- The procurement card bank file contains the transactions by the vendor/merchant's Merchant ID and Tax Identification Number (**TIN**). Transactions on the payment document will contain the vendor number from the Vendor/Customer (**VCUST**) table if a match is found between the data from the bank's file and the **VCUST** table during the payment creation process. Otherwise, a miscellaneous vendor code will populate with the merchant's name in the legal name field. Administrators can add Merchant ID's to the **VCUST** table by creating a *Vendor/Customer Creation (VCC)* document (**VCC** documents are discussed in the General Procurement manual).

NOTE: Merchant Id's on **VCUST** records are not required for payment processing. However, if transactions are 1099 reportable, proper setup will infer the vendor information and save data entry on the payment document.

- All Procurement Cards must be established on the Procurement Card Administration (**PRCUA**) Table before transactions for that card can be received on a payment document. Information established on **PRCUA** include, but is not limited to:
 - Card Number and Cardholder Name
 - Administrator Information (Account, User ID, Department/Unit)
 - PCard ID
 - Card Limits and Expiration Date
 - Assigned Accounting Template

Procurement Card Batch Process

Card transactions for all Commonwealth cardholders are received daily via an electronic file from the issuing bank. Each business day, the Finance and Administration Cabinet, Office of the Controller will load the electronic file through a batch chain job. During this process, Procurement Card Payment Request (**PRC2**) documents are created for each administrator in “Draft” phase based on data from the electronic file and the Procurement Card Administration (**PRCUA**) table. Administrators will locate the **PRC2** documents for their respective department and unit via the Document Catalog or Accounts Payable Workspace.

If a cardholder's transactions appear in the electronic file and that cardholder does not have a record on the **PRCUA** table, then the transactions for that cardholder will not appear on the **PRC2** document. Instead, these “orphaned transactions” appear in error on the Unprocessed Procurement Card Activity (**PRCUU**) table which is maintained centrally. Administrators will be notified by the Office of the Controller of “orphaned transactions” and expected to correct the problem immediately as to ensure timely payment to the bank.

Procurement Card Reconciliation

Each administrator will be responsible for reconciling transactions on the **PRC2** document. Reconciliation includes but is not limited to:

- Reconciling receipts against the transactions;
- Ensuring Accounting information is accurate;
- Adding correct 1099 reporting information, when applicable;
- Selecting proper commodity codes for fixed asset purchases, when applicable; and
- Selecting the proper Reconciliation Status (Reconciled, No Receipt, Dispute, Sales Tax Included)

Once the **PRC2** is approved, each transaction will post to the Paid Procurement Transaction (**PRCUT**) Table. Administrators can use the **PRCUT** to view transaction by reconciliation status.

At the close of each cycle administrators should reconcile the total paid to the bank with the total due per the bank's cycle statement. The *8010 PCard Monthly Settlement Report* is available through InfoAdvantage to assist in this process.

Procurement Card Payment Process

The schedule payment date on the **PRC2** document is determined by the payment cycle and will be inferred from the batch process. This date should NEVER be changed. If the scheduled payment date has passed before the **PRC2** is validated and submitted an informational error will be generated. The **PRC2** will submit with this informational error and payment will be made during the next nightly cycle.

Generally, PCard payment cycles begin on 17th of the month and end on the 16th of the following month. Payment is due to the issuing bank 14 days after the close of the cycle (on or about the 30th). An Electronic Funds Transfer (**EFT**) will be generated in sufficient time for the payment to reach the bank by the scheduled payment date of that cycle. Please view the current PCard Payment Schedule for current process and due dates.

Setup Procurement Card Administration (PRCUA)

To establish procurement card information in eMARS the Procurement Card Administrator must create a Procurement Card Administration record in the *Procurement Card Administration (PRCUA)* table. The following items must be setup prior to creating a PRCUA record:

- **Accounting Templates** - Accounting templates are established on the ACTPL table to identify single funding strings used by the agency. For information on establishing Accounting Templates, please refer to the eMARS Chart of Accounts manual.
- **Administrator IDs** –The Administrator ID is established centrally on the Security User (**SCUSER**) table. This value will be the five digit Company Number assigned by the issuing bank. The Administrator Name, Phone Number, Department and Unit will all be inferred from the SCUSER table based on the Administrator ID shown on **PRCUA**. The Administrator Name will be the name of the respective procard site. The Department will be the primary department number for the agency site administrator. The Unit will be a centrally assigned unit code that is unique to each PCard site. The Unit field will be used to secure the **PRCUA** table so that each administrator will see only those cards which fall under their respective site.

The **PRCUA** table can be accessed via the **Accounts Payable** workspace in the **Procurement Card Administration** section or through **Page Search**. Administrators will copy an existing card record to establish a new card. Administrators who have access to more than one administrative site should be careful to select the proper card record to copy.

PRCUA Fields

Field	Description	Required
PCard ID	Last 4 digits of the Cardholder Card # + first initial + last name For example, Cardholder Name is Jane Doe and Cardholder Card Number is 4501 1231 3333 2322, thus the Pcard ID would be: 2322JDoe (Field is 20 characters). Verify the field before saving the record. Once this field is entered and saved, it can not be changed.	Yes
Card Number	Credit Card Number (16 Digits no spaces or dashes). Verify the field. Incorrect card numbers will result in orphan transactions.	Yes
Status	Status of the Credit Card (Active, Inactive, Suspended, Cancelled). Transactions for cards marked as inactive, suspended, or cancelled will not post to PRC2 documents. Therefore, administrators will need to ensure that all transactions for the card have been received prior to changing the status from active.	Yes
Card Type	Type of Credit Card (Select Visa)	Yes
Account	Billing Account Number for the Administrative site. The issuing bank uses this number to apply the payment for each administrative site. This number should copy from the selected record and should not be changed. Administrators who have security to more than one site will need to ensure the proper Account Number is inferred from the copied record.	Yes
Cardholder ID	eMARS User ID of cardholder.	No
Cardholder Name	Inferred if cardholder User ID is selected otherwise name must be entered directly by administrator.	Yes
Manager	eMARS User ID of the cardholders manager.	No
Manager Name	Inferred if manager User ID is selected otherwise name can be entered directly by administrator.	No
Accounting Template	Template used to infer funding on the accounting lines of the payment request. Do not enter an Accounting Profile on the PRCUA table.	Yes
Expiration Date	Expiration date of the credit card. Ensure the Expiration Date is accurate. Be sure and extend the Expiration Date when cards are reissued. Do not change the expiration date on closed cards. Transactions against expired cards per PRCUA will post to PRC2 documents. However, an error will be received upon validation stating the card number is expired.	Yes
Effective Date	Effective date of the credit card.	Yes

Field	Description	Required
Administrator ID	Five digit Company number assigned by the issuing bank used to identify the administrating site. This number should copy from the selected record and should not be changed. Administrators who have security to more than one site will need to ensure the proper Administrator ID is inferred from the copied record.	Yes
Administrator Name, Phone, Department, Unit	Inferred from the Administrator ID. Verify that the Administrator Department and Unit fields are inferred correctly – the Department and Unit will be used as the Document Department and Document Unit during the payment creation process of the PRC2 documents.	Yes
Spending Limits Single Transaction Daily Monthly Annually	Spending limits established for the credit card. Commonwealth cards are not established with annual limits, enter 0.00 in this field. All other spending limit fields should be entered with actual limits per the card. The system does not validate against the limits.	Yes

Procurement Card Administration

[Menu](#) [Quick Search](#)

Administrator ID	Account	PCard ID	4-Digit Card #	Cardholder Name	Status
✓ Student21	975312468012321	2101STUDENT21	2101	Cardholder 21-1	Active
Student21	975312468012321	2102STUDENT21	2102	Cardholder 21-2	Active
Student22	975312468012322	2201STUDENT22	2201	Cardholder 22-1	Active
Student22	975312468012322	2202STUDENT22	2202	Cardholder 22-2	Active
Student23	239753124680123	2301STUDENT23	2301	Cardholder 23-1	Active

[First](#) [Prev](#) [Next](#) [Last](#)

Details

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#) 

General Information


PCard ID :	<input type="text" value="2101STUDENT21"/>	Accounting Profile :	<input type="text" value=""/>
Card Number :	<input type="text" value="5432678912342101"/>	Accounting Template ID :	<input type="text" value="E07532"/>
4-Digit Card # :	<input type="text" value="*****2101"/>	Expiration Date :	<input type="text" value="03/01/2007"/>
Status :	<input type="text" value="Active"/>	Effective Date :	<input type="text" value="03/28/2006"/>
Card Type :	<input type="text" value="Visa"/>	Last Action Date :	<input type="text" value="03/29/2006"/>
Account :	<input type="text" value="975312468012321"/>	Administrator ID :	<input type="text" value="Student21"/>
Cardholder ID :	<input type="text" value=""/>	Administrator Name :	<input type="text" value="eMARS Student 21"/>
Cardholder Name :	<input type="text" value="Cardholder 21-1"/>	Administrator Phone :	<input type="text" value="888-888-8888"/>
Cardholder Phone :	<input type="text" value="888-888-8888"/>	Administrator Dept :	<input type="text" value="075"/>
Manager :	<input type="text" value=""/>	Administrator Unit :	<input type="text" value=""/>
Manager Name :	<input type="text" value="Student21"/>	Comments :	<div><div></div></div>
Manager Phone :	<input type="text" value=""/>		

Exercises – Logging In to eMARS

You will use a Student ID to access the training database during class. These IDs are only set up for the training environment.

From the **Login page**, enter the following information:

Required Fields	Values
User Name	Enter your Student ID from your Student Card. NOTE: User Names are case sensitive.
Password	Enter your Password and click Login . NOTE: Passwords are case sensitive.



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User Name :

Password :

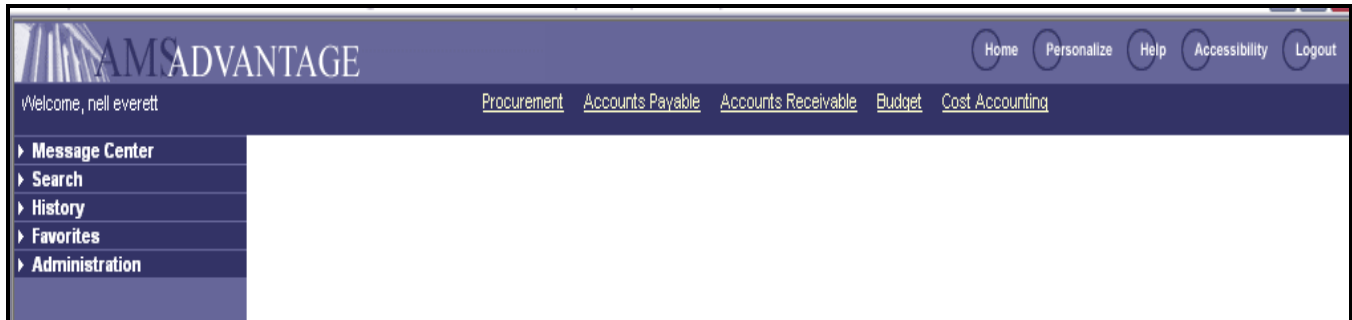
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The Home Page appears.



Exercise 1 – Create a New Credit Card on the Procurement Card Administrator (PRCUA) Table

Scenario

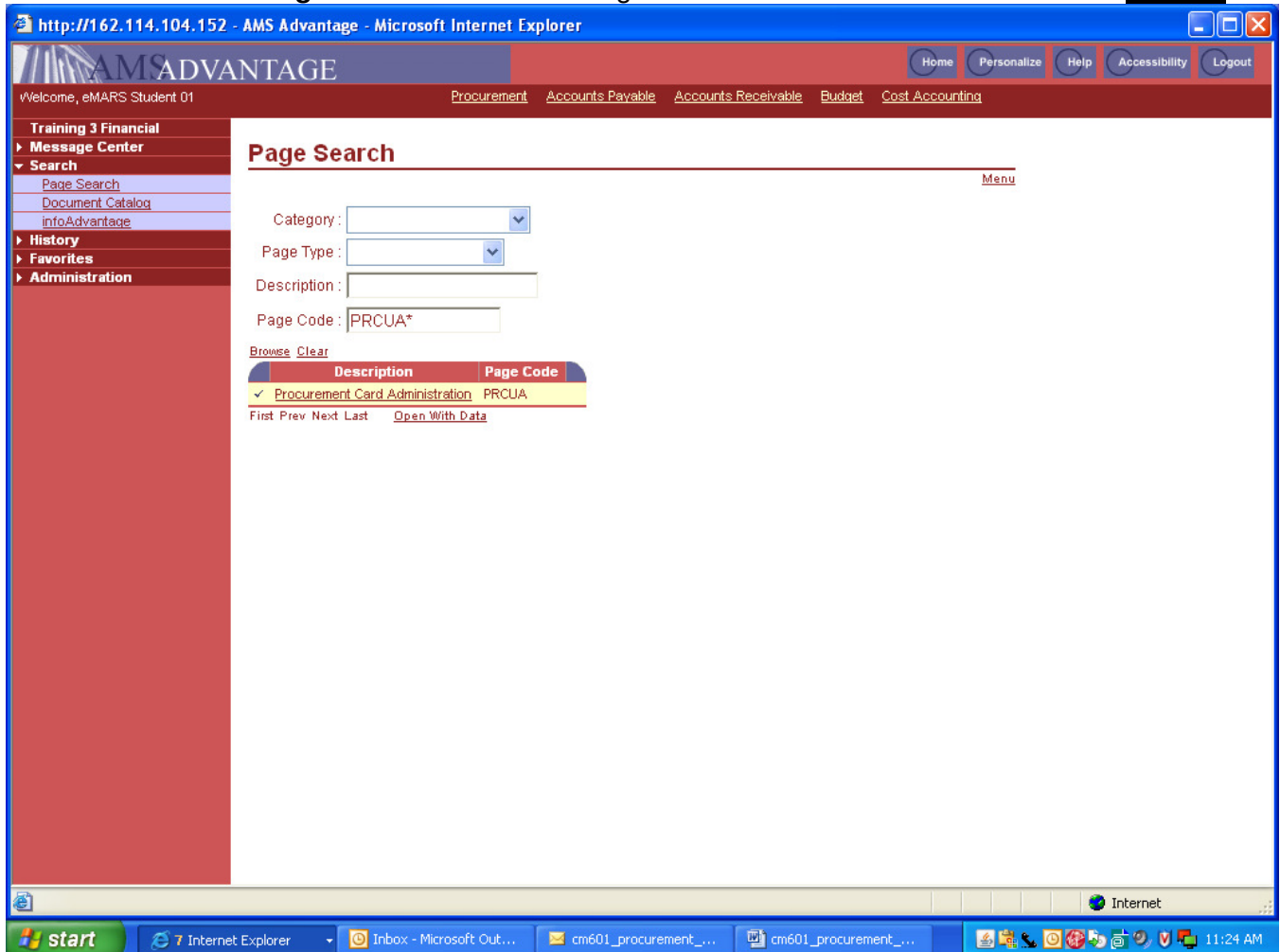
Your site has a new credit card that needs to be setup on the Procurement Card Administration (PRCUA) Table.

Task Overview

You are logged in to eMARS using your student ID and password. You will create a PRCUA record to establish a credit card and related information. The record will be created by copying an existing credit card record from your administrating site and entering the appropriate information.

Procedures

- Go to **Search - Page Search**. In the Page Code field enter **PRCUA** Click **Browse**.



The screenshot shows the AMS Advantage web application interface. The left sidebar contains a navigation menu with options like Training 3 Financial, Message Center, Search, History, Favorites, and Administration. The main content area is titled "Page Search" and displays search results for the page code "PRCUA".

Search Criteria:

- Category: [Dropdown]
- Page Type: [Dropdown]
- Description: [Text Field]
- Page Code: PRCUA*

Buttons: Browse, Clear

Description	Page Code
✓ Procurement Card Administration	PRCUA

Navigation: First Prev Next Last Open With Data

- Select the **Procurement Card Administration (PRCUA)** link. The **PRCUA** Table opens.

http://162.114.104.152 - AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, eMARS Student 01

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

Training 3 Financial

Message Center

Search

Page Search

Document Catalog

InfoAdvantage

History

Favorites

Administration

Procurement Card Administration

Menu Quick Search

Administrator ID	Account	PCard ID	4-Digit Card #	Cardholder Name	Status
✓ Student00	975312468012300	0001STUDENT00	0001	Cardholder 0-1	Active
Student00	975312468012300	0002STUDENT00	0002	Cardholder 0-2	Active
Student01	975312468012301	0101STUDENT01	0101	Cardholder 1-1	Active
Student01	975312468012301	0102STUDENT01	0102	Cardholder 1-2	Active
Student02	029753124680123	0201STUDENT02	0201	Cardholder 2-1	Active

First Prev Next Last

Details

Save Undo Delete Insert Copy Paste Search

General Information

PCard ID: 0001STUDENT00

Card Number: 5432678912340001

4-Digit Card #: 0001

Status: Active

Card Type: Visa

Account: 975312468012300

Cardholder ID:

Cardholder Name: Cardholder 0-1

Cardholder Phone: 888-888-8888

Manager:

Manager Name: Student00

Manager Phone:

Accounting Profile:

Accounting Template ID: G75802

Expiration Date: 03/01/2007

Effective Date: 03/28/2006

Last Action Date: 05/26/2006

Administrator ID: Student00

Administrator Name: eMARS Trainer

Administrator Phone: 602 573 6806

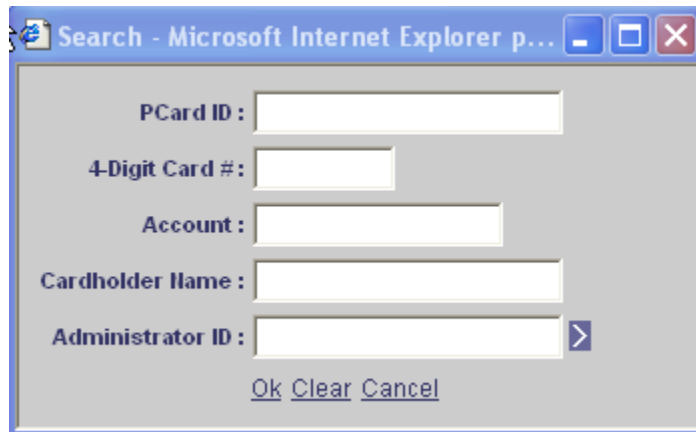
Administrator Dept: 758

Administrator Unit:


Comments:

- Click the **Search** link to search cards for your Administrator ID. Enter your **User ID** or use the *Pick List* to select your **User ID** in the Administrator ID field. Click **OK**.

NOTE: The search on Administrator ID is case sensitive. In production, administrators may not be required to search for card records.



The screenshot shows a web browser window titled "Search - Microsoft Internet Explorer p...". The page contains a search form with the following fields and labels:

- PCard ID :
- 4-Digit Card # :
- Account :
- Cardholder Name :
- Administrator ID : 

At the bottom of the form are three buttons: [Ok](#), [Clear](#), and [Cancel](#).

4. Ensure that one of the credit card records for your administrative site is highlighted. Click **Copy**
5. Click **Paste** to insert the copied record.

Procurement Card Administration

Menu Quick Search

Administrator ID	Account	PCard ID	4-Digit Card #	Cardholder Name	Status
Student01	975312468012301	0101STUDENT01	0101	Cardholder 1-1	Active
✓ Student01	975312468012301	0101STUDENT01		Cardholder 1-1	Active
Student01	975312468012301	0102STUDENT01	0102	Cardholder 1-2	Active

First Prev Next Last

Details

Save Undo Delete Insert Copy Paste Search

General Information

PCard ID : 0101STUDENT01
Accounting Profile :

Card Number :
Accounting Template ID : G75802

4-Digit Card # :
Expiration Date : 03/01/2007

Status : Active
Effective Date : 03/28/2006

Card Type : Visa
Last Action Date :

Account : 975312468012301
Administrator ID : Student01

Cardholder ID :
Administrator Name :

Cardholder Name : Cardholder 1-1
Administrator Phone :

Cardholder Phone : 888-888-8888
Administrator Dept :

Manager :
Administrator Unit :

Manager Name : Student01
Comments :

Manager Phone :

Note: The Account, Administrator ID, etc. has been copied onto the new record. Only the new credit card information (i.e. PCard ID, Card #, Name, etc.) needs to be entered.

6. Enter the following information:

Required Fields	Values
PCard ID	Refer to Student Card
Card Number	Refer to Student Card
Cardholder Name	Your Name
Cardholder Phone	502-888-2006
Manager Name	Your Student ID Number.
Accounting Template ID	Same template ID will be used. NOTE: In production a different accounting template may be used.
Expiration Date	10/01/2011

NOTE: In production it may also be necessary to adjust the spending limits.

7. Click the **Save** link.

8. Ensure that there were no errors. If yes, correct the errors. If no, record saved.

[Unprocessed Procurement Card Activity \(PRCUU\)](#)

During the PCard batch process **PRC2** documents are created with all transactions that have cardholder and account information properly established. If during the batch processing there is insufficient data to establish transaction(s) on the **PRC2** document, the transactions will post to the Unprocessed Procurement Card Activity (**PRCUU**) Table.

NOTE: PRCUU is a centrally maintained table and can only be accessed and viewed by the Office of the Controller.

One likely reason for unprocessed activity is that the **PRCUA** record is either absent or the card number was not accurately entered on the **PRCUA** Table. This will result in “orphaned transactions”. In this instance, someone from the Office of the Controller will contact the administrator responsible for the card number and ask that the card record be accurately entered on **PRCUA**. Another common reason for unprocessed activity is that the transaction(s) for a particular administrator sum to a credit balance. In this instance, transaction(s) will continue to accumulate from the daily batch process until the total of all transactions for an administrator is a positive value. At that time, a **PRC2** document will be created.


Unprocessed Procurement Card Activity

[Menu](#) [Quick Search](#)

Administrator ID	Account	Card Number	Merchant ID	Merchant Name	Amount
✓	715057982156444	4715150003306639	12345678	PLWORK	\$2,000.00
	715057982156444	4715150003306639	12345678	PLWORK	\$2,000.00

First Prev Next Last

Details

[Save](#) [Undo](#) [Search](#) 

▼General Info

Administrator ID :

PCard ID :

Card Number :

Account :

Merchant ID :

Merchant Name :

Trans Date :

Taxpayer ID Type :

Taxpayer ID :

Amount :

Reconciliation Status :

Pay : ☐

Delete : ☐

Reason :

►Order Document

[Top](#)

These records remain on **PRCUU** because Card Number cannot be found (Reason 3).

[Procurement Card Payment Request \(PRC2\) Document](#)

The Procurement Card Payment Request (**PRC2**) documents created during the PCard batch process will appear in the Document Catalog in draft phase. Administrators will be expected to check the Document Catalog daily for **PRC2** documents and to reconcile the transactions with the receipts of purchases. Administrators will be able to identify vendors for 1099 reporting, edit funding, enter a reconciliation status, and enter valid commodity code values for purchases of fixed assets. **PRC2** documents will generate fixed asset shell documents provided the proper commodity codes are recorded. Once complete, administrators should submit the **PRC2** documents into workflow for approval and ensure the documents are approved timely.

The **PRC2** records will be generated per administrator on a daily basis provided that administrator had transactions post for the respective day. The **PRC2** document ID's will have the department and unit of the administrator and have a prefix of “**PRO**”.

SEARCH TIPS: Administrators should search daily for **PRC2** documents. Use the following search tips when searching the Document Catalog.

- Always use the Document Code (**PRC2**), Dept and Unit. Recall that the Unit is specific to each administrative site. Therefore, only documents for that site will be reflected when searching by the Unit.
- The Create Date can be used to locate documents received on a specific day or to locate all documents received after a specific day. For example, to locate all documents received after 04/14/09, use the greater than symbol (>04/14/09).
- To view all unapproved documents, select “Draft” from the Phase drop down list.

[Key Fields on the PRC2 document](#)

Please refer to the following when completing a **PRC2** document.

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Header	General Information	Accounting Period (Budget Fiscal Year, Accounting Fiscal Year and Period)	Inferred	Will default to the current accounting period upon final approval. However, users will be required to enter during fiscal year end, Period 13
		Pcard Payment Flag	Inferred	Represents PCard payment Do not change
		PCard Administrator	Inferred	Administrator ID inferred from transactions on PRCUA Do not change
		Document Description	Inferred	Populated with the Credit Card Posting Date of the transactions Do not change
	Payee	Payee	Inferred	Issuing Bank



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AMSADVANTAGE Home Personalize Help Accessibility Logout

Welcome, eMARS Student 01 Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

PRC2 075 PRO1000000001 1

Document View

- Header
- General Information
- Payee
- Extended Description
- Document Information
- Vendor
- Accounting Distribution
- Commodity
- Accounting
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

PRC2 - 075- PRO1000000001- 1- New- Draft Action Menu

Load Accounting Profile

General Information

Document Name :

Record Date :

Budget FY :

Fiscal Year :

Period :

Bank Account :

Accounting Profile :

Replacement : ☐

PCard Payment : ☒

PCard Administrator :

Cited Authority :

Document Description :

Actual Amount : \$70.00
 Retainage Amount (-) : \$0.00
 Discount Amount (-) : \$0.00
 Penalty/Interest Amount (+) : \$0.00
 Withheld Amount (-) : \$0.00
 Intercept Amount (-) : \$0.00
 Use Tax Withheld (-) : \$0.00
 Default Intercept Fee Amount (-) : \$0.00
 Supplementary Intercept Fee Amount (-) : \$0.00
 Payment Amount (=) : \$70.00
 Outstanding Amount : \$70.00
 Closed Amount : \$0.00
 Referenced Amount : \$0.00
 Closed Date :

Payee

Payee Vendor :

Payee Name :

Payee Alias/DBA :

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Vendor	General Information	Vendor Customer	Inferred	Vendor Code inferred from bank transactions
		Taxpayer ID Number & Taxpayer ID Type	Conditional	Required on transactions against objects that are 1099 reportable
		Merchant ID	Inferred	Merchant ID inferred from bank transactions
	Disbursement Options	Scheduled Payment Date	Inferred	Due Date of payment cycle Do not change

SPECIAL NOTES:

- Vendors may have more than one commodity line. For example if there are three separate transactions for Cardinal Office Supply for three different cardholders, Cardinal Office Supply will show as one vendor line in the vendor section. There will be three commodity lines per the one vendor line.
- If a match is found between the Merchant ID or Tax Identification Number from the bank file and the Merchant ID or Tax Identification Number within the **VCUST** record, then the system will infer the Vendor Code **VCUST** record.
- If no match is found, a miscellaneous vendor will be inferred in the vendor section and the Merchant Name from the bank file will appear as the legal name.
- If a 1099 reportable object code is used on any accounting line associated with the vendor, then the appropriate vendor must be selected from the Vendor Customer (**VCUST**) table via the pick list on the document. If the vendor is not registered, a Taxpayer ID Number and Taxpayer ID type will be required on the document for 1099 reportable purposes.
- The Scheduled Payment Date will be inferred from the batch process. This date represents the Due Date of the payment cycle and should **NEVER** be changed.

http://162.114.104.152 - AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE Home Personalize Help Accessibility Logout

Welcome, eMARS Student 01 [Procurement](#) [Accounts Payable](#) [Accounts Receivable](#) [Budget](#) [Cost Accounting](#)

PRC2 075 PRO1000000001 1 **PRC2 - 075- PRO1000000001- 1- New- Draft** [Action Menu](#)

Document View

- Header
- Vendor
 - General Information
 - Disbursement Options
 - Invoice Information
 - Agreement Reference
 - Discount Terms
 - Accounting Distribution
 - Commodity
 - Accounting
 - Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC0000100031	Cardinal Office Products	50.00
2	VC0000100050	Wal-Mart	20.00

[Insert New Line](#) [Insert Copied Line](#) [First](#) [Prev](#) [Go To](#) [Next](#) [Last](#)

General Information

Vendor Customer: VC0000100031 Vendor Contact ID:

Legal Name: Cardinal Office Products Vendor Contact Name:

Alias/DBA: Vendor Contact Phone:

Address Code: AD001 Vendor Contact Phone Ext.:

Address 1: 576 E Main St Vendor Contact Email:

Address 2: Fax:

City: Frankfort Fax Extension:

State: Kentucky Web Address http://

Zip Code: 40601 Taxpayer ID Number:

Country: US Taxpayer ID Type:

County: Merchant ID: VC0000100031

Tax Profile:

Received Service From Date:

Received Service To Date:

Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Commodity	General Information	CL Description	Inferred	Inferred from Commodity Code, but can be changed.
		Commodity	Conditional	Inferred Procard commodity “00100”, if purchase was for a fixed asset commodity should be changed accordingly. Otherwise it should remain as inferred.
		Line Type	Inferred	“Item”
		Quantity, Unit of Measure, Unit Price	Inferred	Inferred from the bank file and can not be changed
		Accounting Profile		Accounting Profiles are not used on PRC2’s .
		PCard ID Cardholder Name Expiration Date Account	Inferred	Inferred from PRCUA
		Reconciliation Sequence/Status	Required	All transactions will be set to “Not Reconciled” and should be changed accordingly
		Receipt Date	Inferred	Transaction date of purchase, inferred from bank file

SPECIAL NOTES:

- The Quantity and Unit Price should **NEVER** be changed by the administrator.
- There will be one commodity line per transaction from the bank file. **Never** change the amount on the commodity line, this represents a receipt and you should have a separate receipt for each commodity line amount.

http://162.114.104.152 - AMS Advantage - Microsoft Internet Explorer

AMS ADVANTAGE

Welcome, eMARS Student 01

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

PRC2 075 PRO1000000001 1

Document View

- Header
- Vendor
- Accounting Distribution
- Commodity
- General Information
- Reference
- Invoice Information
- Agreement Reference
- Discount Terms
- Additional Amounts
- Tax Information
- Fixed Asset Information
- Accounting
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

PRC2 - 075- PRO1000000001- 1- New- Draft

Action Menu

Commodity

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Procard Purchase - System Use Only	00100	1.00000	Item
2	Procard Purchase - System Use Only	00100	-1.00000	Item

Insert New Line Insert Copied Line

First Prev Go To Next Last

Vendor 1: VC0000100031

Recalculate Accounting Line Amount

General Information

CL Description: Procard Purchase - System Use Only

Commodity: 00100

Stock Item Suffix:

Supplier Part Number:

Commodity Description: Procard Purchase - System Use Only

Description: Procurement Purchase

Line Type: Item

Quantity: 1.00000

Unit of Measure: EA

Received Service From Date: 09/15/2009

Received Service To Date: 09/15/2009

Tax Profile:

Accounting Profile:

PCard ID: 0101STUDENT01

Cardholder Name: Cardholder 1-1

PCard Expiration Date: 03/01/2007

Account Number: 975312468012301

Reconciliation Sequence: 45

Reconciliation Status: Not Reconciled

Receipt Date: 03/31/2006

Comments:

javascript:DOC_SwitchSections('T15PR_DOC_COMM_Sections5','T15PR_DOC_COMM_Sections5_Button',true)

Internet

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Secondary Navigation Panel	Sub-Section	Key Field	Required, Optional or Inferred?	Comments
Accounting	General Information	Event Type	Inferred	AP01—Authorize Normal Payment
		Accounting Template	Inferred	Inferred from the value entered on the PRCUA record, but may be changed
		Sub Total Line Amount	Inferred	Inferred from the transaction
		Check Description	Inferred	Billing Account Number Do not delete or change
	Fund Accounting	Fund Dept Unit Object	Inferred	Inferred from Accounting Template, if not included in template; value must be entered. Other Fund Accounting values may be required by the department.
	Detail Accounting	Function	Inferred	Inferred from Accounting Template, if not included in template; value must be entered. Other Detail Accounting values may be required by the department.

SPECIAL NOTES:

- From the Accounting Template entered on **PRCUA**, a single accounting line will be inferred per commodity line. The user may change any part of the accounting values and in fact, may be required to enter certain values such as an object code.
- The billing Account Number will be inferred in the check Description field and should not be changed. This information is provided to the bank so that payment for each respective agency site is applied properly. If additional accounting lines are added to the document, the billing Account Number will need to be added to the new accounting line. To maintain accuracy, it is recommended that the Account Number be copied from an existing accounting line and then pasted on the new line.

http://162.114.104.152 - AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, eMARS Student 01

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

PRC2 075 PRO1000000001 1

Document View

- Header
- Vendor
- Accounting Distribution
- Commodity
- Accounting
- General Information
- Reference
- Fund Accounting
- Detail Accounting
- Additional Amounts
- Extended Description
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

PRC2 - 075- PRO1000000001- 1- New- Draft

Action Menu

Accounting

Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount
1	\$100.00	\$0.00	\$100.00

Insert New Line Insert Copied Line

First Prev Go To Next Last

Commodity 1: 00100

General Information

Event Type: AP01 Budget FY:

Accounting Template: G75802 Fiscal Year:

Bank Account: G1 Period:

Line Description:

Sub Total Line Amount: \$100.00 Check Description: 123456789123456

Tax Amount: \$0.00

Use Tax Amount: \$0.00 Special Instructions Code:

Total Line Amount: \$100.00 Disbursement Category:

Reference

Fund Accounting

Detail Accounting

Expand/Collapse Detail Accounting

Extended Description

Too

javascript:AMSTAB_ToggleSection('T16PR_DOC_ACTG_Section4','T16PR_DOC_ACTG_Section4_Button');

Internet

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IMPORTANT NOTES TO REMEMBER CONCERNING PRC2's:

- If the purchase is against a 1099 reportable object, the Vendor Customer Code or **Taxpayer ID** and **Taxpayer Type** are required.
- If the purchase is for a fixed asset, the Administrator should change the **Commodity** code to a fixed asset commodity to properly record the purchases of the asset and create a fixed asset shell.
- The **Accounting Template** entered on the card record on **PRCUA** will be used to populate accounting elements and reduce the risk of errors. Users are able to edit or enter additional elements in the fund and detail accounting sections. Anything entered by the user will override defaulted values from the template.
- The Administrator should update the **Reconciliation Sequence/Status** accordingly to properly identify the reconciled transactions.
- Areas of the **PRC2** document such as the Reconciliation Status, Commodity Code and Accounting section can be modified prior to the disbursement (**Electronic Funds Transfer**).

Exercise 2 – Review and Verify a Procurement Card Payment PRC2

Scenario

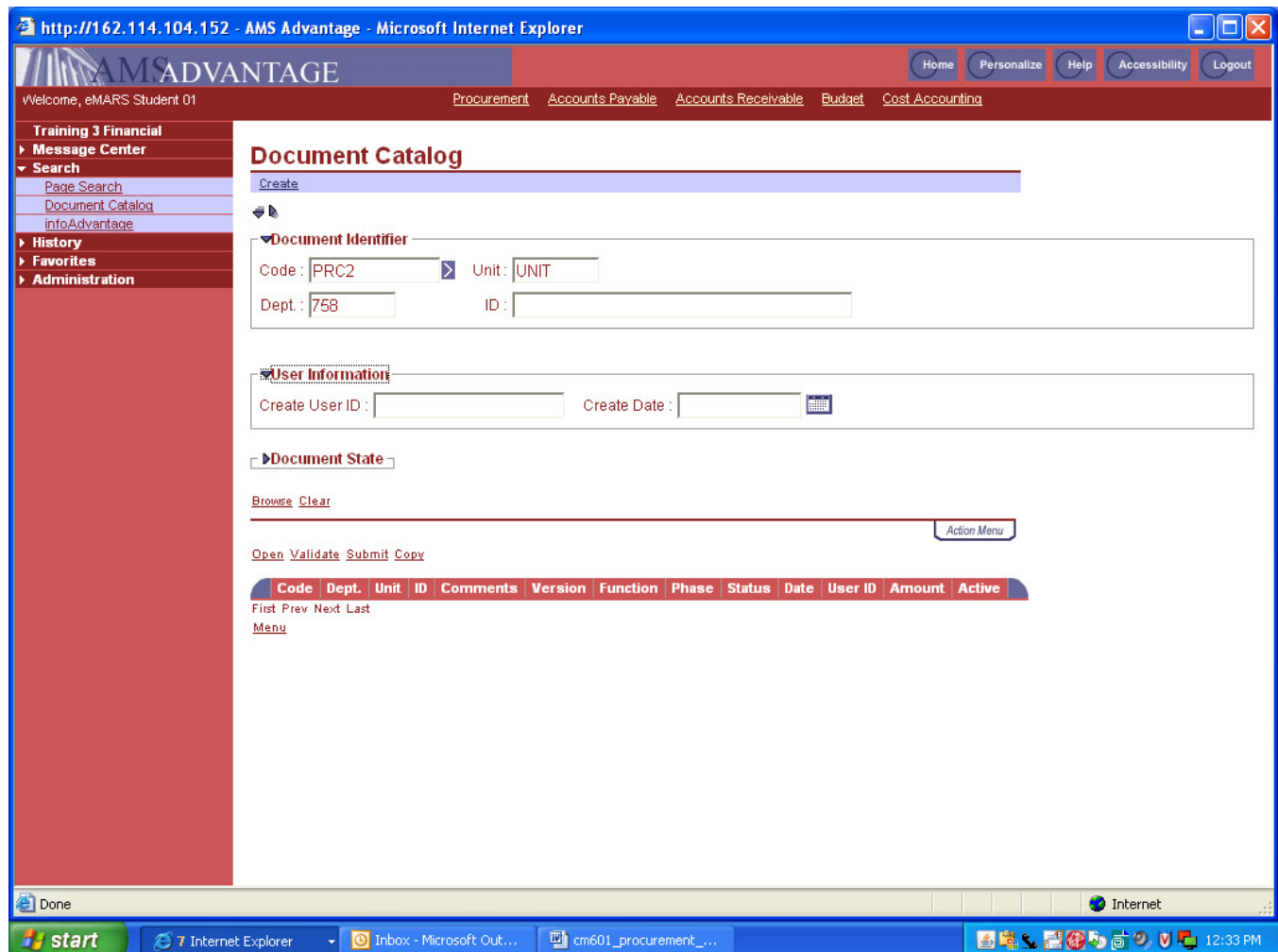
Your site has a **PRC2** document and transactions need to be reconciled so that the document can be submitted for payment.

Task Overview

You are logged in to eMARS using your student ID and password. You will locate your procurement card payments and verify the transactions.

Procedures

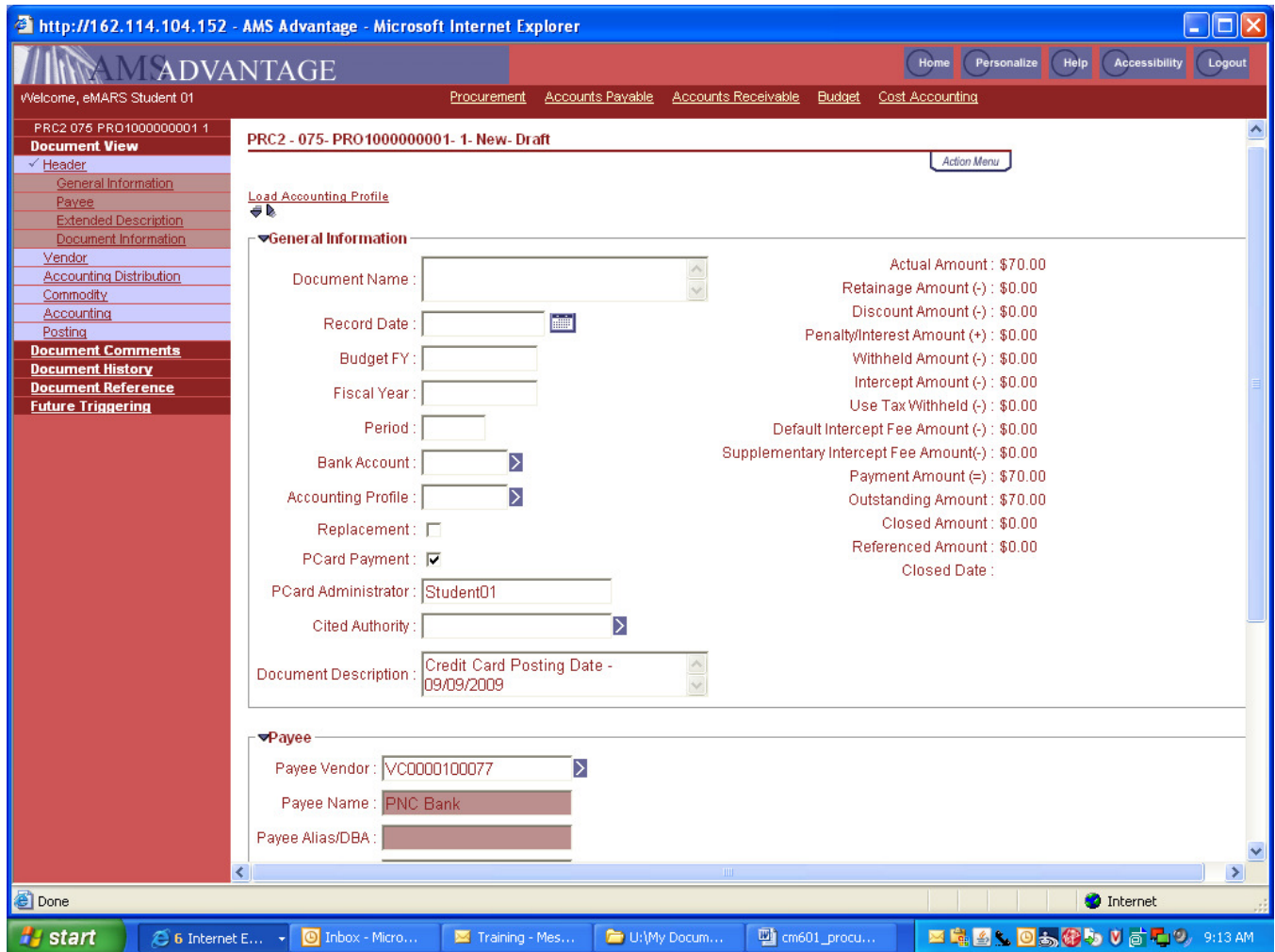
1. Go to **Search – Document Catalog**



2. Enter **PRC2** in the Code field under the **Document Identifier** section.
3. Enter the **Department, Unit** and **ID** from your student card in the **Document Identifier** section. Click **Browse**.

NOTE: In production you can search for your administrative site's procurement card documents by department, unit and document status.

4. Click the **PRC2 Link**. The draft payment document opens.



The screenshot displays the AMS Advantage web application interface. The top navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. The main content area shows the 'PRC2 - 075- PRO1000000001- 1- New- Draft' form. The left sidebar contains a 'Document View' menu with options like Header, General Information, Payee, Extended Description, Document Information, Vendor, Accounting Distribution, Commodity, Accounting, Posting, Document Comments, Document History, Document Reference, and Future Triggering. The main form area is divided into two sections: 'General Information' and 'Payee'. The 'General Information' section includes fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, Bank Account, Accounting Profile, Replacement, PCard Payment (checked), PCard Administrator (Student01), Cited Authority, and Document Description (Credit Card Posting Date - 09/09/2009). The 'Payee' section includes fields for Payee Vendor (VC0000100077), Payee Name (PNC Bank), and Payee Alias/DBA. On the right side of the form, a list of financial amounts is displayed, including Actual Amount (\$70.00), Retainage Amount (\$0.00), Discount Amount (\$0.00), Penalty/Interest Amount (\$0.00), Withheld Amount (\$0.00), Intercept Amount (\$0.00), Use Tax Withheld (\$0.00), Default Intercept Fee Amount (\$0.00), Supplementary Intercept Fee Amount (\$0.00), Payment Amount (\$70.00), Outstanding Amount (\$70.00), Closed Amount (\$0.00), Referenced Amount (\$0.00), and Closed Date.

NOTE: Security will ensure that you can only view/edit **PRC2** documents from your Administrative site.

5. Click **Edit**.

6. Click the **Vendor** section from the Secondary Navigation Panel and ensure that *Cardinal Office Products* is highlighted.

http://162.114.104.152 - AMS Advantage - Microsoft Internet Explorer

AMSADVANTAGE

Welcome, eMARS Student 01

Procurement Accounts Payable Accounts Receivable Budget Cost Accounting

PRC2 075 PRO1000000001 1

PRC2 - 075- PRO1000000001- 1- New- Draft

Document View

- Header
- Vendor
- General Information
- Disbursement Options
- Invoice Information
- Agreement Reference
- Discount Terms
- Accounting Distribution
- Commodity
- Accounting
- Posting
- Document Comments
- Document History
- Document Reference
- Future Triggering

Action Menu

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC0000100031	Cardinal Office Products	50.00
2	VC0000100050	Wal-Mart	20.00

Insert New Line Insert Copied Line

First Prev Go To Next Last

General Information

Vendor Customer: VC0000100031 Vendor Contact ID:

Legal Name: Cardinal Office Products Vendor Contact Name:

Alias/DBA: Vendor Contact Phone:

Address Code: AD001 Vendor Contact Phone Ext.:

Address 1: 576 E Main St Vendor Contact Email:

Address 2: Fax:

City: Frankfort Fax Extension:

State: Kentucky Web Address http://:

Zip Code: 40601 Taxpayer ID Number:

Country: US Taxpayer ID Type:

County: Merchant ID: VC0000100031

Tax Profile:

Received Service From Date:

Received Service To Date:

Done

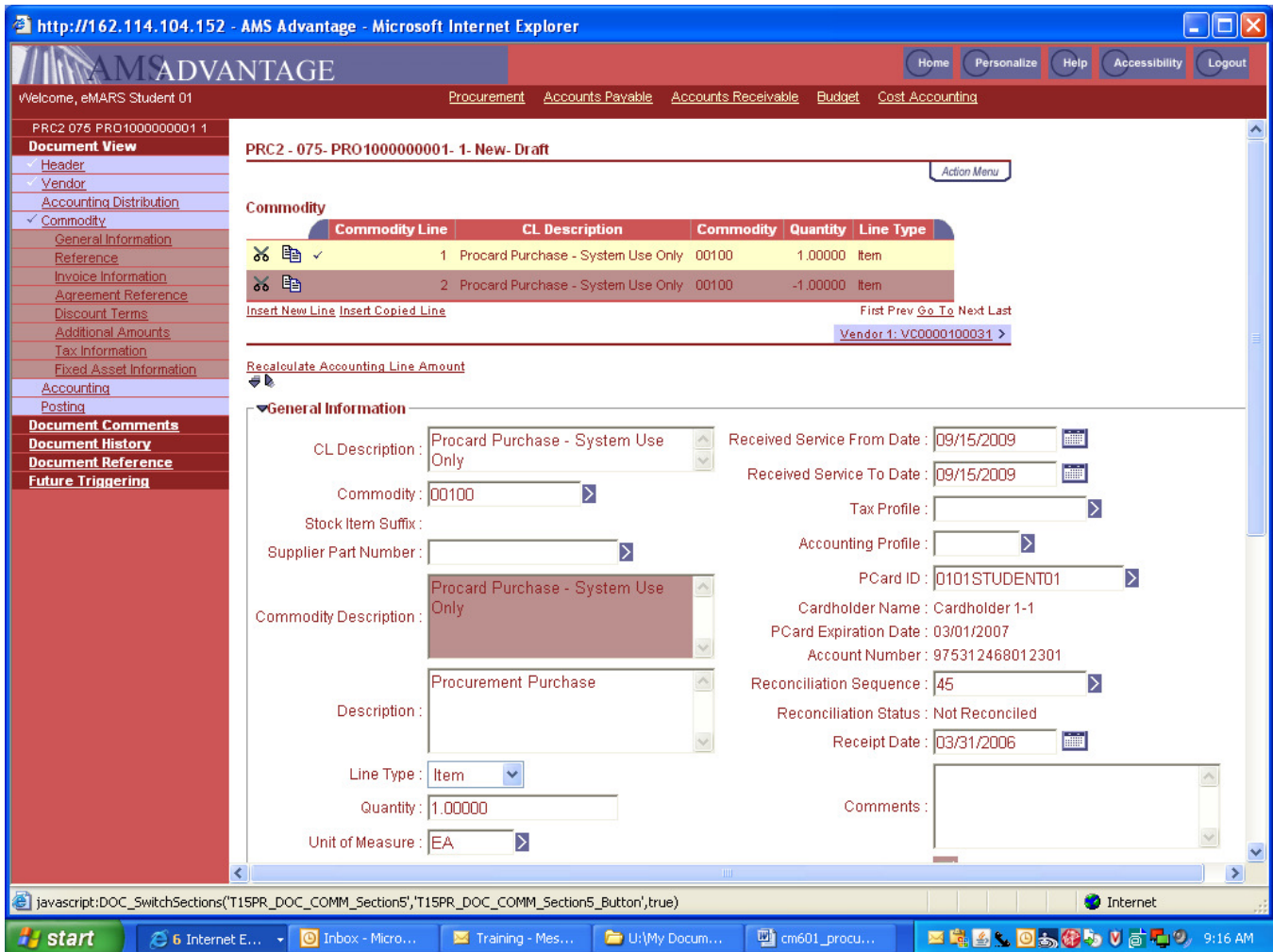
Internet

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9:14 AM

7. Click the **Commodity** section from the Secondary Navigation Panel.



The screenshot shows the AMS Advantage web application interface. The top navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. The main content area displays the 'Commodity' section for a new draft document (PRC2 - 075- PRO1000000001- 1- New- Draft). The 'Commodity' table lists two lines: Line 1 (Procurement Purchase - System Use Only, Quantity 1.00000, Item) and Line 2 (Procurement Purchase - System Use Only, Quantity -1.00000, Item). The 'General Information' section contains various fields for the commodity, including CL Description, Commodity, Stock Item Suffix, Supplier Part Number, Commodity Description, Description, Line Type, Quantity, Unit of Measure, Received Service From Date, Received Service To Date, Tax Profile, Accounting Profile, PCard ID, Cardholder Name, PCard Expiration Date, Account Number, Reconciliation Sequence, Reconciliation Status, Receipt Date, and Comments.

Commodity Line	CL Description	Commodity	Quantity	Line Type
1	Procurement Purchase - System Use Only	00100	1.00000	Item
2	Procurement Purchase - System Use Only	00100	-1.00000	Item

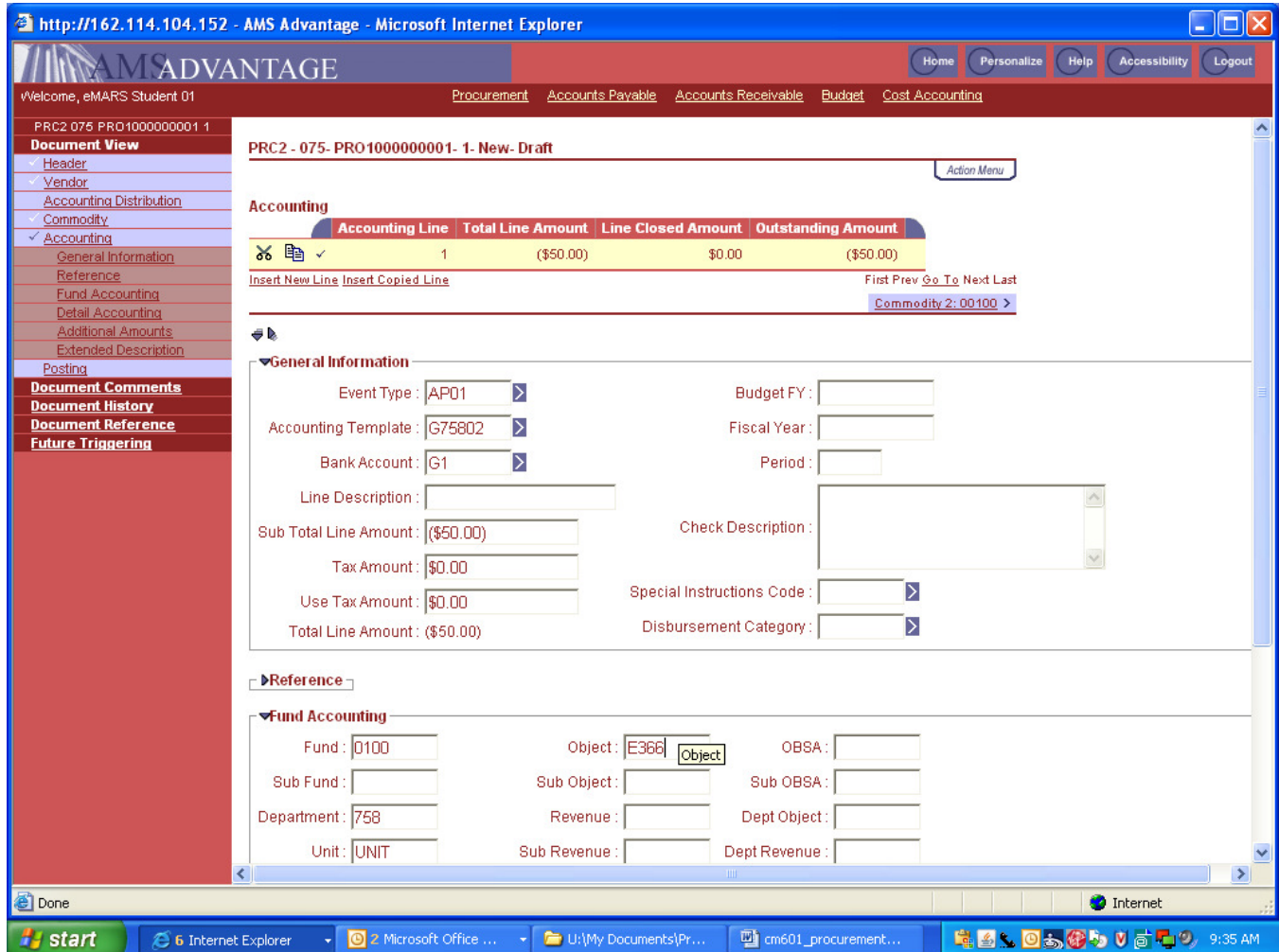
General Information:

CL Description: Procurement Purchase - System Use Only
 Commodity: 00100
 Stock Item Suffix:
 Supplier Part Number:
 Commodity Description: Procurement Purchase - System Use Only
 Description: Procurement Purchase
 Line Type: Item
 Quantity: 1.00000
 Unit of Measure: EA

Received Service From Date: 09/15/2009
 Received Service To Date: 09/15/2009
 Tax Profile:
 Accounting Profile:
 PCard ID: 0101STUDENT01
 Cardholder Name: Cardholder 1-1
 PCard Expiration Date: 03/01/2007
 Account Number: 975312468012301
 Reconciliation Sequence: 45
 Reconciliation Status: Not Reconciled
 Receipt Date: 03/31/2006
 Comments:

8. Use the **Pick List** to change the Reconciliation Sequence and Status to **48 – Accepted**.
9. Select **Commodity Line 2** and change the Reconciliation Sequence and Status to **49 – No Receipt**.
10. Click the **Accounting** section from the Secondary Navigation panel. The page opens to the Accounting Details General Information section.

11. In the **Fund Accounting** section change the **Object** code to **E366**.



NOTE: You are on the accounting for Commodity 2. If you want to change the accounting for a different commodity for that vendor you can select the blue highlighted Commodity 2 section and select the appropriate commodity line. If you want to change the accounting line from a different vendor, you would need to go to the Vendor section and select the appropriate vendor, go to Commodity section and select the appropriate commodity for the that vendor, and then select the Accounting section to get to the accounting lines for that commodity.

12. Click **Validate**. Check for errors and correct them. Click **Validate** again.
13. Click **Submit** after all the errors have been corrected.
14. A message is returned **Document submitted successfully**. The document changes to a Final document. (In Production, the document is submitted to Workflow for approval).
15. Click **Close** to exit the document.
16. Click the **Home** Action Button to clear the screen and return to the Home Page.

[Paid Procurement Card Transaction \(PRCUT\)](#)

The Paid Procurement Card Transaction (**PRCUT**) table stores approved transaction information for each administrator and provides the Reconciliation Status (i.e., Reconciled, No Receipt, Disputed, Sales Tax Included). Because this table is updated from the payment request document, all fields on this table are protected with the exception of the **Reconciliation Status** field. This field can be edited by the administrator when the status changes for example a receipt is received after payment has been made. The status can be changed from No Receipt to Reconciled and the record saved. Any time this status is changed, the **Last Action Date** field will be updated automatically by the system.

NOTE: Transactions will not appear on this table until the **PRC2** document is in “Final” status.

Paid Procurement Card Transaction

[Menu](#)
[Quick Search](#)

Account	PCard ID	4-Digit Card #	Reconciliation Status	Vendor Name	Document Reference
975312468012330	3001STUDENT30	*****3001	Not Reconciled	Cardinal Office Products	PRC2 075 0600000002
✓ 975312468012330	3001STUDENT30	*****3001	No Receipt	Cardinal Office Products	PRC2 075 0600000002
975312468012330	3001STUDENT30	*****3001	Not Reconciled	Wal-Mart	PRC2 075 0600000002

[First](#)
[Prev](#)
[Next](#)
[Last](#)

Details

[Save](#)
[Undo](#)
[Search](#)

General Information

Administrator ID : Student30
PR Doc Code : PRC2

Reconciliation Status : No Receipt
PR Doc Dept : 075

PCard ID : 3001STUDENT30
PR Doc Unit :

4-Digit Card # : *****3001
PR Doc ID : 0600000002

Last Action Date : 04/19/2006
Vend Line : 1

Account : 975312468012330
Comm Line : 2

Cardholder ID :
Acct Line : 1

Cardholder Name : Cardholder 30-1
Amount : (\$50.00)

Vendor : VC0000100031
Date of Record : 04/03/2006

Vendor Name : Cardinal Office Products

Merchant ID : VC0000100031

SPECIAL NOTES:

- The only field that can be modified on the **PRCUT** page is the Reconciliation Status
- Administrators will be able to search for and sort transactions by status (i.e. Reconciled, No Receipt, Disputed, Sales Tax Included)
- The Procurement Card Payment (**PRC2**) Documents can be opened thru the document links.

Exercise 3 – Adjust the status of a transaction on PRCUT

Scenario

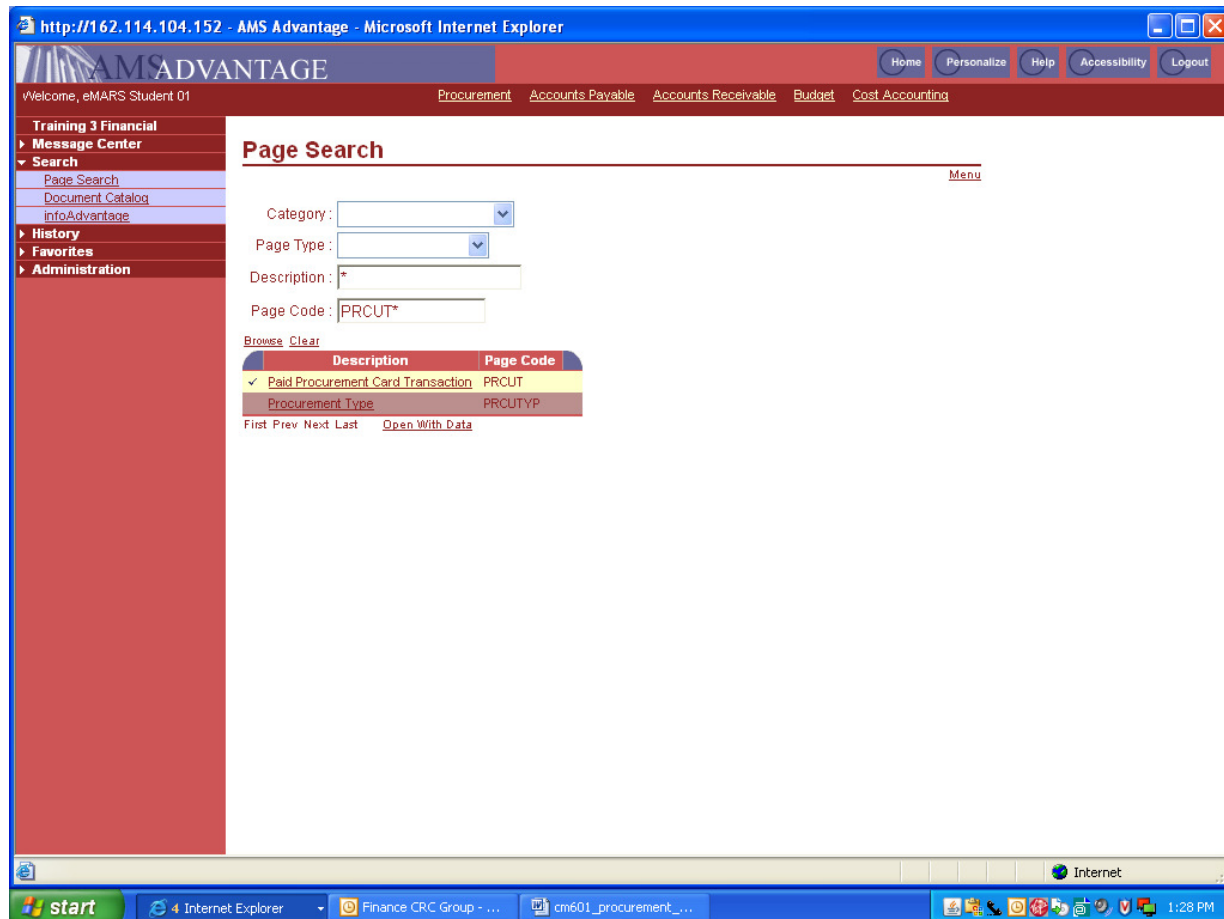
Your site has received/verified a receipt for a transaction previously marked as No Receipt on the **PRC2** document. The reconciliation status of the transaction needs to be changed on the **PRCUT** table.

Task Overview

You are logged in to eMARS using your student ID and password. You will locate the **PRCUT** table and adjust the status of a procurement card transaction.

Procedures

Go to **Search - Page Search**. In the Page Code field enter **PRCUT**. Click **Browse**.

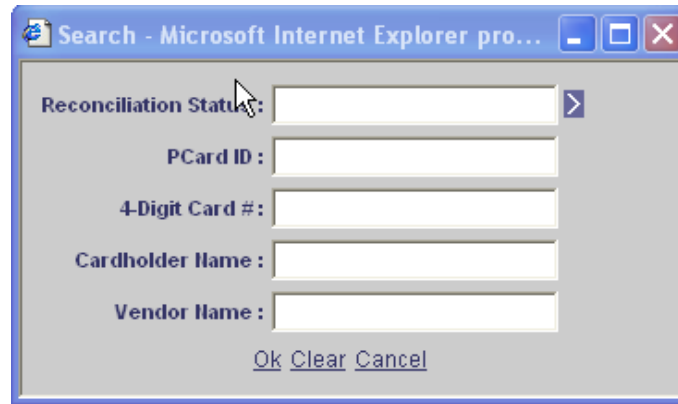


The screenshot shows the AMS Advantage web application interface. The left sidebar contains a navigation menu with options like Training 3 Financial, Message Center, Search, History, Favorites, and Administration. The main content area is titled "Page Search" and contains search filters for Category, Page Type, Description, and Page Code. The Page Code field is populated with "PRCUT*". Below the filters, there are "Browse" and "Clear" buttons. The search results are displayed in a table with columns "Description" and "Page Code". The first result is "Paid Procurement Card Transaction" with Page Code "PRCUT". Below the table, there are links for "First", "Prev", "Next", "Last", and "Open With Data".

Description	Page Code
✓ Paid Procurement Card Transaction	PRCUT
Procurement Type	PRCUTYP

1. Select the **Paid Procurement Card Transaction (PRCUT)** link. The **PRCUT** Table opens.

2. Click the **Search** link to search for transactions. Use the *Pick List* to select **No Receipt** in the **Reconciliation Status** field. In the **PCard ID** field enter “*” and your **Student ID**. Click **OK**.



The screenshot shows a web browser window titled "Search - Microsoft Internet Explorer pro...". The page contains a search form with the following fields:

- Reconciliation Status:** A dropdown menu with a right-pointing arrow button.
- PCard ID:** A text input field.
- 4-Digit Card #:** A text input field.
- Cardholder Name:** A text input field.
- Vendor Name:** A text input field.

At the bottom of the form are three buttons: [Ok](#), [Clear](#), and [Cancel](#).

NOTE: The transactions with “No Receipt” should appear.

Paid Procurement Card Transaction

Menu Quick Search

Account	PCard ID	4-Digit Card #	Reconciliation Status	Vendor Name	Document Reference
✓ 975312468012330	3001STUDENT30	*****3001	No Receipt	Cardinal Office Products	PRC2 075 0600000002

First Prev Next Last

Details

Save Undo Search

▼General Information

Administrator ID :	Student30	PR Doc Code :	PRC2
Reconciliation Status :	No Receipt	PR Doc Dept :	075
PCard ID :	3001STUDENT30	PR Doc Unit :	
4-Digit Card # :	*****3001	PR Doc ID :	0600000002
Last Action Date :	04/04/2006	Vend Line :	1
Account :	975312468012330	Comm Line :	2
Cardholder ID :		Acct Line :	1
Cardholder Name :	Cardholder 30-1	Amount :	(\$50.00)
Vendor :	VC0000100031	Date of Record :	04/03/2006
Vendor Name :	Cardinal Office Products		
Merchant ID :	VC0000100031		

►Fund Accounting

►Detail Accounting

[Top](#)

- Ensure that transaction you want to change is highlighted. In the **Reconciliation Field** use the **Pick List** to select **48-Accepted**.
- Click the **Save** link.
- Ensure that there were no errors. If yes, correct the errors. If no, record saved.

Log Out of eMARS

You will conclude this class by logging out of the application.

- Click **Logout**. This closes the eMARS application and ends your session. You can now close the open browser windows.

PCard Disbursement Process

PRC2 documents are created with the schedule pay date inferred. This date represents the Due Date for payment to the issuing bank. In order for the bank to receive payment by the due date, an *Electronic Funds Transfer (EFT)* document will be generated for each **PRC2** document in final status about three business days prior to the schedule pay date. Therefore it is imperative that administrators follow the PCard Payment Schedule provided at <http://finance.ky.gov/internal/procards/> to ensure timely payment. A summary of payment attributable to each administrative site (Billing Account Number located in the Check Description field) will be provided to the bank at the time of payment.

NOTE: Administrators will be responsible for having all documents approved in sufficient time for the **EFT** to reach the issuing bank by the due date on the document.

Rejected Disbursement Documents

Through the nightly Automated Disbursement process checks (**AD**) and Electronic Funds Transfer (**EFT**) documents are created and submitted to a final status provided no errors are encountered.

When the **PRC2** document is submitted budgets from all accounting lines are validated to ensure adequate funds are available. Upon creation of the **EFT** document, both cash and budget are validated. If funds are not available in either cash or budget for any accounting line, the disbursement (**EFT**) document will reject. All **AD**'s and **EFT**'s in "Reject" status are deleted during the nightly cycle. An ***AD/EFT Exception Report*** is generated which lists all payment documents that were not disbursed as scheduled. This report is posted daily at <http://finance.ky.gov/internal/eMARS/>.

NOTE: It is the responsibility of each administrator to review the ***AD/EFT Exception Report*** for **PRC2** documents belonging to their administrative site. Administrators should ensure all errors are corrected so that the document will disburse. This may require modifying the **PRC2** document to reflect a budget where funds are available.

Reporting

Agency personnel will also be able to run agency specific reports containing procurement card data within infoAdvantage. Actual card numbers will not appear on reports for security purposes; however, fields such as the PCard ID and/or Cardholder Name can be used to identify cardholders.

- 8010 PCard Monthly Settlement Report – summarizes document dollar totals for a specific due date and provides a grand total for the cycle for reconciliation purposes. **(Currently in InfoAdvantage)**
- 8020 Activity Report – provides transaction detail for a specific date by cardholder. **(Currently in InfoAdvantage)**

Please refer to the Standard Reports Independent Study Guide (**ISG**) located on the eMARS web page.

3 – Session Summary

The Procurement Card Process within eMARS involves several tables and batch processes to capture the credit card transactions and to make the **EFT** payments to the issuing bank. The process begins with the issuing of the credit cards to cardholders and the establishment of the credit card information on the Procurement Card Administration (**PRCUA**) Table. The **PRCUA** table includes:

- Card Number;
- Cardholder information;
- Administrator information;
- Effective and Expiration Dates;
- Default Accounting Templates; and
- Spending Limits.

Once the **PRCUA** table is established, credit card purchases are made, and the issuing bank will send a file of all of the transactions daily. The file will be loaded into eMARS where the process will create Procurement Card Payment Request (**PRC2**) Documents. The **PRC2** payments will need to be reconciled and approved by the administrators. Once the payments have been approved and processed they will update the Paid Procurement Transaction (**PRCUT**) Table. Then, on a monthly basis the disbursement process will accumulate all of the payments from the month to create **EFT** transactions, which will be sent to the issuing bank for payment.

Review Questions

Question #1

- Why would a transaction received in the bank's file not appear on a **PRC2** document?
- A. The card record was not found on **PRCUA**
 - B. The total of the transactions sum to a credit balance
 - C. The card number was entered incorrectly on **PRCUA**
 - D. All of the above

Question #2:

The Actual Card Numbers will appear on all reports. True or False?

Question #3:

Procurement Card Payments (**PRC2**) will be created on a monthly basis. True or False?

Question #4:

- What area is to **Never be** changed by the PCard Administrator when reconciling each **PRC2**?
- A. Commodity Line Amount
 - B. Check Description Field
 - C. Scheduled Payment Date
 - D. Document Description
 - E. All of the above

Question #5:

- What is the purpose of the **PRCUT** table?
- A. Enter cardholder records
 - B. Centrally maintained table used to identify orphaned transactions
 - C. Review transactions by Reconciliation Status
 - D. Used to enter Accounting Templates

Question #6:

The administrator is responsible for procurement card setup and reconciliation in eMARS as well as the **VIS** website. True or False?

Answers to Review Questions

Question #1 Why would a transactions received in the bank's file not appear on a PRC2 document?

1 D.

Question #2: The Actual Card Numbers will appear on all reports.

2 False

Question #3: Procurement Card Payments (PRC2) will be created on a monthly basis.

3 False – PRC2 payments will be created nightly.

Question #4: What area may be changed by the Pcard Administrator when reconciling each transaction?

4 E.

Question #5: What is the purpose of the PRCUT table?

5 C.

Question #6: The administrator is responsible for procurement card setup and reconciliation.

6 True.
